

**Summary of the  
Membership and Outreach Committee Meeting  
April 10, 1998**

The Membership and Outreach Committee met by teleconference on Friday, April 10, 1998 at 2:30 p.m. Eastern Time (ET). The meeting was led by Dr. Irene Ronning of the Oregon Health Division/Public Health Laboratories. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to review NELAC outreach documents and discuss membership and policy issues.

**OLD BUSINESS**

The minutes of both the January 14, 1998 and February 24, 1998 meetings of the Committee were approved.

**Action Items from February 24, 1998 Meeting**

<b>Action Item</b>	<b>Status</b>
NELAC IV Letters	Submitted to the NELAP Director
Fact Sheets	Submitted to the NELAP Director
Web Page Introductory Paragraphs	All submitted to NELAP Director except for the background information. Diana Baldi needs final copies of the fact sheets so that she can use the same language as has been used for the fact sheets.
Credential verification policy	Revisions approved
NELAC Registration form	Submitted to the Board of Directors
Membership Policy revision	Submitted to the Board of Directors
Term Expiration recommendations	Submitted to the Board of Directors
Minutes policy revision	Comments submitted to the Board of Directors
Committee member participation policy revision	Comments submitted to Board of Directors

**Webpage beta test**

NELAC is the last of the TTN BBS pages scheduled to be converted. EPA's deadline for this conversion is May 22, 1998. Any Web page input must be to EPA prior to the deadline.

**NEW BUSINESS**

**Letters to Governors and Agency Heads Revisited**

Proposed revisions of these letters for 1999 were discussed and approved. It was suggested that Dr. Jackson's E-mail address be included in the letters. (Dr. Jackson's E-mail address is in the NELAC Directory).

## **Revision of NELAC Documents: Duties of M&O Committee - To be discussed at NELAC IV**

### **Further Outreach**

- Small lab fact sheet - Dr. Ronning had just received notice of a new publication titled "Environmental Assistance Guide for Small Laboratories". This may be an appropriate instrument for conveying information about NELAC to small laboratories. Note: This document apparently defines a small laboratory as one with 10 or fewer employees.
- Meeting announcements in trade journals - Each committee member is to send a list of trade journals to Dr. Ronning. At NELAC IV we will ask everyone for names of trade journals and various organizations' Internet sites that may be appropriate.
- Articles in trade journals - Discussion of this topic was tabled for NELAC IV.
- Assistance with meeting presentations -
  - 1) Members are to bring any presentation materials that they have to NELAC IV at which time we will discuss how best to make approved material available to those who need it.
  - 2) In the short term, members with presentation materials should send them to those who have immediate needs. Don has some materials that he used at a New York Association of Approved Environmental Laboratories meeting in March, and Diana Baldi has a copy of a Powerpoint slide set from Jeanne Mourrain.
  - 3) We discussed the problem of not all members having access to PowerPoint. Don Zahniser noted that Microsoft has freely downloadable PowerPoint viewers on their web site. Robin Santos provided the URL for downloading these viewers in a follow up note after the conference call.
  - 4) Some members have also obtained copies of ERA's 'Guide to NELAC'.
- International participation - Discussion tabled for future meetings.

### **Possible Combining of M&O and Implementation Committee**

Carl Kircher described a concern expressed by the Board of Directors that some of the administrative committees such as Implementation, Transition, and Membership & Outreach may see declining responsibilities as NELAC moves into full implementation, and that consideration should be given to combining committees whose responsibilities are compatible. The M&O Committee members expressed a consensus opinion that we expect to continue to be very busy

with promotional activities and our normal administrative duties, so that merging with another committee may not be desirable in the foreseeable future.

#### **NEXT TELECONFERENCE**

It was decided to have at least one more conference call prior to NELAC IV. Dr. Ronning will be setting up the conference call for late April/Early May. The purpose of the meeting will be to discuss issues or plans for the web page and NELAC IV.

**Action Items  
Membership and Outreach Committee Teleconference  
April 10, 1998**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Dr. Ronning will submit the revised and approved letters to governors and federal agency heads to the NELAP Director	ASAP
2.	Dr. Ronning will submit the revised and approved policy on the verification of NELAC credentials to the NELAP Director	ASAP
3.	Dr. Ronning will obtain final approved copies of the fact sheets and distribute to committee members	TBD
4.	Submit introductory material for web page (D.Baldi)	May 15, 1998
5.	E-Mail list of trade journals to Dr. Ronning (all)	May 8, 1998
6.	Determine contacts for/status of "Guide to Small Labs" (Dr. Ronning)	May 8, 1998

**PARTICIPANTS**  
**Membership and Outreach Committee Teleconference**  
**April 10, 1998**

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